

**Contractor Authorization for Using Internet Extra Work Bill System**

03/14/05

**Project Info:**

Caltrans Contract #	RE Name/Location	Contractor Project #
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**Check one:** Force Account Contract ☐ **or** TRO Contract ☐ **Enter Markups Below:**

<u>Prime Contractor Markups</u>	<u>Subcontractor Markups</u>
Equipment _____ %	Equipment _____ %
Material _____ %	Material _____ %
Labor _____ %	Labor _____ %
Subcontractor _____ %	Subcontractor _____ %

**Company Name** (exactly as listed in incorporation or fictitious name):

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**Area or Branch Name**

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**Project Correspondence**

Address	Phone	FAX

**Internet Method**

<b>DE</b>	<b>FTP</b>
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**Circle one**

**DE** - Data Entry, for contractors who wish to enter bills over the Internet on a screen similar to the paper-based format; **or**

**FTP** - File Transfer Protocol, for contractors who have an electronic billing system in which reports can be sent to Caltrans via the server. Caltrans will provide a file specification/format and a secure directory.

**Contractor Authorized Personnel**

The Prime Contractor may request that a Subcontractor's personnel be trained and be authorized to only create reports (EWB Entry role) on behalf of the Prime Contractor. A Prime Contractor's representative may create and send (Contractor role) reports. See list of available roles on next page.

The following personnel are authorized to create and/or send Daily Extra Work Reports via the Internet or FTP on the above project. The Contractor understands that the following

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personnel must have received associated training and have an account to access the system.

**Note:** A user account, assigned by the Department, and password used by the personnel listed below are deemed to meet the signature requirement in Section 9-1.03C of the Standard Specifications: "Daily extra work reports shall be signed by the Contractor or the Contractor's authorized representative."

**Please indicate whether Prime Contractor (PC) or Subcontractor (SC).**

Name/Title	Role	PC/ SC	Telephone/ Cell Phone	E-Mail Address

**ROLE ASSIGNMENTS**

ROLE	ACTIONS ALLOWED
Contractor	Create, Save, Print, View, Send and Revise EWBs
EWB Entry	Create, Save, Print, View and Revise <b>USER's</b> EWBs (Can only View and Revise EWBs; <b>cannot send</b> EWB for Review/Approval)
Staff	Read only (Print and View)

By completing and signing this form, Contractor agrees to use this electronic system to send Daily Extra Work Reports to Caltrans.

Signed:

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Authorized Contractor Representative per Standard Specifications

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Title

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Date

cc: District/Region EWB Administrator  
Resident Engineer